

**Occupational Employment Projections, Year 2002 Projected to Year 2012
Holmes Community College District**

Standard Occupational Classification (SOC)		2002 Employment	2012 Projected Employment	Projected Employment Growth 2002 to 2012		Total Projected Avg. Annual Job Openings
Code	Occupation			Number	Percent	
43-0000	Office and Administrative Support Occupations	12,590	13,520	930	7.4%	415
43-1000	Supervisors, Office and Administrative Support Workers	970	1,060	90	9.3%	30
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	970	1,060	90	9.3%	30
43-2000	Communications Equipment Operators	420	330	-90	-21.4%	10
43-2011	Switchboard Operators, Including Answering Service	120	120	0	0.0%	5
43-2021	Telephone Operators	310	210	-100	-32.3%	10
43-3000	Financial Clerks	2,340	2,550	210	9.0%	80
43-3011	Bill and Account Collectors	150	200	50	33.3%	5
43-3021	Billing and Posting Clerks and Machine Operators	270	290	20	7.4%	5
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,180	1,260	80	6.8%	30
43-3051	Payroll and Timekeeping Clerks	170	180	10	5.9%	5
43-3061	Procurement Clerks	30	30	0	0.0%	0
43-3071	Tellers	540	580	40	7.4%	30
43-4000	Information and Record Clerks	2,050	2,420	370	18.0%	85
43-4011	Brokerage Clerks	30	20	-10	-33.3%	0
43-4021	Correspondence Clerks	10	10	0	0.0%	0
43-4031	Court, Municipal, and License Clerks	120	130	10	8.3%	5
43-4041	Credit Authorizers, Checkers, and Clerks	10	10	0	0.0%	0
43-4051	Customer Service Representatives	600	790	190	31.7%	30
43-4061	Eligibility Interviewers, Government Programs	70	70	0	0.0%	0
43-4071	File Clerks	130	130	0	0.0%	5
43-4081	Hotel, Motel, and Resort Desk Clerks	80	100	20	25.0%	5
43-4111	Interviewers, Except Eligibility and Loan	80	110	30	37.5%	5
43-4121	Library Assistants, Clerical	100	120	20	20.0%	5
43-4131	Loan Interviewers and Clerks	100	90	-10	-10.0%	0

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43-4141	New Accounts Clerks	50	60	10	20.0%	0
43-4151	Order Clerks	150	140	-10	-6.7%	5
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	60	60	0	0.0%	0
43-4171	Receptionists and Information Clerks	380	490	110	28.9%	20
43-4181	Reservation and Transportation Ticket Agents and Travel Clerks	10	10	0	0.0%	0
43-4999	Misc. Financial, Information, and Record Clerks	90	90	0	0.0%	0
43-5000	Material Recording, Scheduling, Dispatching, and Distributing Workers	2,690	2,880	190	7.1%	100
43-5011	Cargo and Freight Agents	10	10	0	0.0%	0
43-5021	Couriers and Messengers	80	80	0	0.0%	0
43-5031	Police, Fire, and Ambulance Dispatchers	80	90	10	12.5%	5
43-5032	Dispatchers, Except Police, Fire, and Ambulance	60	60	0	0.0%	0
43-5041	Meter Readers, Utilities	70	70	0	0.0%	0
43-5051	Postal Service Clerks	70	80	10	14.3%	0
43-5052	Postal Service Mail Carriers	250	270	20	8.0%	10
43-5053	Postal Service Mail Sorters, Processors, and Processing Machine Operators	50	50	0	0.0%	0
43-5061	Production, Planning, and Expediting Clerks	160	210	50	31.3%	10
43-5071	Shipping, Receiving, and Traffic Clerks	610	660	50	8.2%	20
43-5081	Stock Clerks and Order Fillers	1,150	1,190	40	3.5%	45
43-5111	Weighers, Measurers, Checkers, and Samplers, Recordkeeping	90	110	20	22.2%	5
43-5199	Misc. Material Recording, Scheduling, Dispatching, and Distributing Workers	20	20	0	0.0%	0
43-6000	Secretaries and Administrative Assistants	2,420	2,520	100	4.1%	55
43-6011	Executive Secretaries and Administrative Assistants	490	540	50	10.2%	15
43-6012	Legal Secretaries	150	190	40	26.7%	5
43-6013	Medical Secretaries	90	100	10	11.1%	5
43-6014	Secretaries, Except Legal, Medical, and Executive	1,690	1,700	10	0.6%	35

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43-9000	Other Office and Administrative Support Workers	1,700	1,770	70	4.1%	50
43-9011	Computer Operators	100	90	-10	-10.0%	0
43-9021	Data Entry Keyers	160	150	-10	-6.3%	5
43-9022	Word Processors and Typists	70	50	-20	-28.6%	0
43-9031	Desktop Publishers	10	10	0	0.0%	0
43-9041	Insurance Claims and Policy Processing Clerks	100	110	10	10.0%	5
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	40	40	0	0.0%	0
43-9061	Office Clerks, General	1,000	1,090	90	9.0%	30
43-9071	Office Machine Operators, Except Computer	140	150	10	7.1%	5
43-9081	Proofreaders and Copy Markers	10	10	0	0.0%	0
43-9999	Misc. Secretaries, Administrative Assistants, and Other Office Support Workers	70	70	0	0.0%	0